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## Restaurants need talent. Restaurant ProStart.

ProStart is the career-building program for high school students who are interested in culinary arts and foodservice management.

Over two challenging and rewarding years, ProStart students experience classroom study, mentored work experiences, and local and national competitions. ProStart works for students, parents, teachers and the restaurant and foodservice industry. It involves approximately 80,000 student participants in more than 1,650 schools, across 47 states, territories and districts.

[Get the full story on the ProStart program now.](#)

### New Features of the ProStart We've made some changes to c

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## Marketing Materials Order Form

Please return completed form to Megan Meyer via fax at (312) 566-9733 or email at [mmeyer@restaurant.org](mailto:mmeyer@restaurant.org). We will not be able to process without your customer ID. Thank you!

Updated: January 2008

Name: \_\_\_\_\_

State: \_\_\_\_\_






Customer ID: \_\_\_\_\_

Qty.	Item Name	Target Audience	Description
	<b>Print Materials</b>		
n/a*	Fact Sheet * available for download at <a href="http://www.nraef.org/prostart/coordinators/marketing/program.asp">http://www.nraef.org/prostart/coordinators/marketing/program.asp</a>	General Audience	Facts and figures about the ProStart program.
	Student Recruitment Career Ladder	Students, Educators, Counselors	Career Ladder shows the path available to students who are thinking of pursuing a career in the restaurant and foodservice industry. Definitions of positions and salary ranges are included.
	Student Recruitment Brochure/Poster	Students, Educators, Counselors	Brochure shows benefits and opportunities within the ProStart program and foodservice industry. Folds out to a poster that shows career paths.
	Mentor's Guide	Worksite Providers and Mentors, Educators who work with mentors	"How-to" guide created for mentors working with students.
	National ProStart Collegiate Passport	Students, Educators, Counselors, Parents	Small cover sheet directing people to the website to download the booklet that lists all national articulation agreements with colleges.
	Scholarship Poster (1-15 max per request)	General Audience	This is a poster that can be hung in the classroom as a year-round reminder of scholarship opportunities, and also introduces students to the scholarships available to them after high school graduation.
	Scholarship Postcards (1-15 max per request)	General Audience	The postcards direct students to the NRAEF Scholarships Program web site for information on all scholarships and the online application. The postcards are ideal to hand out to students to peak their interest and remind them of the scholarship opportunities available.
	Scholarship Factsheet	General Audience	Facts about the NRAEF Scholarships Program.

	<b>ProStart Program Print Materials: Charge for shipping from warehouse</b>		
	ProStart Brochure Code: PROBROCH	Educators	Describes the ProStart program, a high school curriculum for restaurant and foodservice management.
	ProStart Video Code: PROVHS	Educators, Students, Career Fairs, General	Introduces and recruits students to participate in the ProStart program.
	ProStart DVD Code: PRODVD	Educators, Students, Career Fairs, General	Introduces and recruits students to participate in the ProStart program.

## ProStart® Marketing Resources

To help you build your ProStart program, the NRA Solutions provides a variety of marketing resources for you to use. These marketing materials are designed to help recruit students, recruit mentors, and engage your school's administration and guidance counseling department. The below materials may be requested from your state ProStart Coordinator, and electronic copies of many are available from the ProStart Web site ([www.prostart.restaurant.org](http://www.prostart.restaurant.org)).

Marketing Piece	Image	Intended Use
Student Recruitment Brochure/Poster		The brochure shows the benefits and opportunities within the ProStart program and foodservice industry. It also folds out to a poster that shows career paths. This is an ideal piece to recruit students who exhibit an interest in or passion for the foodservice industry.
Student Recruitment Career Ladder		The Career Ladder shows the paths available to students who are thinking of pursuing a career in the restaurant and foodservice industry. Definitions of positions and salary ranges are included. This piece can help recruit students and provide valuable career information for your guidance counseling department.
ProStart Fact Sheet		The Fact Sheet provides up to date facts and figures about the mission and scope of the national ProStart program. This information can be useful when recruiting mentors and educating your administration on the program.
National ProStart Collegiate Passport		This small cover sheet directs people to the Web site to download the full Passport, which lists all national articulation agreements. The full Passport can be downloaded from <a href="http://www.nraef.org/prostart/students/college/passport.asp">www.nraef.org/prostart/students/college/passport.asp</a>  The Passport can help recruit new students and educate current students about the scholarship and academic credit opportunities available. This piece also provides valuable post-secondary information for guidance counselors.
Mentor's Guide		"How-to" guide created for mentors working with students. This is a great piece to review with local industry leaders who are potential mentors for your students. It can be a powerful "leave behind" for those who show a strong interest in becoming mentors.



## ProStart® Examination Information Form

All copies of this form must be as clear and dark as the original.

All required information in Sections 1 & 2 must be completed, or Answer Sheets will not be scored.

### Section 1—Contact Information (REQUIRED)

Teacher Name

UTAH RESTAURANT ASSOCIATION

Sponsor Name

Mailing Address for Results and Certificates (no P.O. Boxes)

Phone Number

Email

### Section 2—Examination Administration Information (REQUIRED)

Examination Form Number

Examination Date

Number of Answer Sheets Enclosed

### Section 3—Answer Sheet Information

Please paper clip your Answer Sheets to this form, and submit via traceable mail within 48 business hours of the Exam date. Detailed instructions for submitting Answer Sheets for scoring and obtaining results are provided in the *ProStart Examination Administration Handbook*, which can be printed from the Educator Services area of our Web site at [www.prostart.restaurant.org](http://www.prostart.restaurant.org).

Mailing Address: National Restaurant Association Solutions (NRA Solutions)  
Attention: Exam Administration Department  
175 West Jackson Boulevard, Suite 1500  
Chicago, IL 60604-2814

**Fax Workplace Validation Forms to your state ProStart coordinator. Do not submit Workplace Validation Forms with Answer Sheets!**

By submitting these answer sheets you, the Proctor, acknowledge this Exam was administered per the standards in the current version of this program's Handbook. Please note any irregularities (if additional space is needed, please include a letter of explanation along with this form).

NRA Solutions will not be held responsible for any deviation from the standard procedures outlined in the *ProStart Examination Administration Handbook* including, but not limited to, a failure to return Answer Sheets via in-route traceable delivery.

Office Use Only

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## ProStart® National Certificate of Achievement

The culmination of a student's participation in the ProStart program is the ProStart National Certificate of Achievement. This certificate signals to the industry and to colleges and universities that the student has mastered the management and culinary skills necessary to begin a career in the industry. By earning the National Certificate of Achievement, your student has access an NRAEF scholarship and to articulation benefits at more than 60 colleges and universities across the country. For more on these benefits, please see the National ProStart Collegiate Passport on [www.prostart.restaurant.org](http://www.prostart.restaurant.org).

Below is a flowchart of a student's path to earning the National Certificate of Achievement. Please feel free to use this as a checklist as your student moves through the program.

- ☐ Student enters the ProStart program
  - ☐ Student/educator/ProStart Coordinator work together to secure a mentored worksite for the student
  - ☐ Student and mentor signed the **Employment Agreement**
  - ☐ Over the course of the program, the student works 400 hours at the mentored worksite mastering the competencies laid out in the **Student Work Experience Checklist**
    - Periodically, the educator and mentor touch base on the student's progress
  - ☐ Student passes Year 1 exam
  - ☐ Student passes Year 2 exam
  - ☐ Student submits documentation of successfully completed mentorship to educator
    - **Student Work Experience Checklist**, signed by the mentor
    - Pay stubs showing 400 hours or letter from employer on company letterhead verifying hours worked
  - ☐ Educator submits documentation to state ProStart Coordinator
    - **Student Work Experience Checklist**
    - Verification of hours worked
    - **Workplace Validation Form**
  - ☐ State ProStart Coordinator submits documentation to NRA Solutions
  - ☐ NRA Solutions confirms that student passed Year 1 and Year 2 exams
  - ☐ NRA Solutions authorizes release of the student's National Certificate of Achievement
  - ☐ National Certificate of Achievement mailed back to educator
- ☐ If the student is pursuing a degree in restaurant or foodservice management, he/she submits application for NRAEF Scholarship for ProStart National Certificate of Achievement Students
    - For more information and the online application, visit [www.nraef.org/scholarships](http://www.nraef.org/scholarships)

\* All necessary forms can be downloaded from [www.prostart.restaurant.org](http://www.prostart.restaurant.org)



**\*\*2009-2010 School\*\***

## ProStart® Student Workplace Validation Form

(Revised October, 2009)

Students who have completed their *Student Work Experience Checklist* must include this form, signed by the **State Restaurant Association ProStart Coordinator**, as verification of work hours. Upon processing of this form and verifying the student passed both Year 1 and Year 2 Final Examinations a *ProStart National Certificate of Achievement* will be issued and mailed back to the address on file (based on the last ProStart class the student participated in). Please mail/fax this form, along with the *Student Work Experience Checklist* and verification of work hours, to your **State Restaurant Association ProStart Coordinator**.

### IMPORTANT

- Signed form must be submitted by the specified due date to be considered for a scholarship.
- This form should not be submitted until the student has passed both Year 1 and Year 2 Final Examinations.
- Do not mail this form in with your Examination Answer Sheet.

**IT IS IMPORTANT THAT THE NAME MATCH THE NAME IN THE ASSOCIATION COMPUTER SYSTEM EXACTLY. PLEASE PRINT CLEARLY!**

<b>Student Name:</b>	<b>Soc. Sec. #:</b>
<b>School Name:</b>	<b>Teacher Name:</b>
<b>School Address:</b>	<b>School City, State, Zip:</b>
<b>Year 1 Examination Grade:</b>	<b>Year 2 Examination Grade:</b>
*Worksite(s) Employer Name: Address: City, State, Zip:	
<b>DO NOT WRITE BELOW THIS LINE.</b>	
1. Was an employment agreement outlining the terms and conditions of the student's internship signed, on file and adhered to during work experience? 2. Has student provided proof of at least 400 hours of hospitality-related work experience? (This proof can be submitted by copies of pay stubs or in letter form from the employer) *Alternative internship hours must be approved by State ProStart Coordinators, and must involve ProStart workplace competencies or learning objectives. 3. Has the student achieved a minimum of 50 of the 72 competencies signed off by the employer(s)? 4. Has the student passed both Year 1 and Year 2 Final Examinations? If not, please do not submit this form!	
<b>FOR SRA USE ONLY</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Alternative Hours:</b> <b>Regular Hours</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b># Completed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

I declare that this student has successfully completed the work experience requirements as outlined by National Restaurant Association Solutions.

**Signature: State Restaurant Association ProStart Program Coordinator**

**Date:**

†For the most current information and version of this form, please visit [www.prostart.restaurant.org](http://www.prostart.restaurant.org)

Year 1 Person ID	Year 2 Person ID
Year 1 Class ID	Year 2 Class ID

### **400 Internship Hour Policy**

Attaining all 400 internship hours in an actual restaurant or foodservice operation is not always feasible in states due to rural locations, transportation, scheduling conflicts, etc. However, students are participating in other industry-related events or working in industry-related capacities that promote interest and provide experience in the restaurant and foodservice industry, and we would like to recognize those hours as meeting a portion of the required internship experience.

We remain committed to our requirement that students achieve 400 hours of industry related experience, but would like to recognize the importance of allowing flexibility within our state programs. As a result:

- To attain a ProStart® National Certificate of Achievement, students must still show proof of work or involvement in our industry totaling 400 hours.
- Students may earn **up to** 150 hours of credit towards the 400-internship hour requirement by participating in "alternative" hospitality-related jobs or activities. These alternative hospitality-related jobs may be paid or unpaid (due to the nature of the task).
- ProStart Coordinators are ultimately responsible for maintaining quality assurance when students are participating in alternative hospitality-related jobs or activities.
- In order to maintain quality assurance, ProStart Coordinators will complete the ProStart Workplace Validation Form. These forms briefly outline the number of hours students will have spent on regular internship hours, alternative hospitality-related jobs or activities, and approve the total number of hours spent on those activities. As its original purpose, the form will validate proof of 400 internship hours earned.
- Students may receive credit on their Student Work Experience Checklist for involvement in alternative activities if specific competencies from the Checklist can be identified and completed.
- If specific competencies cannot be met during the alternative hospitality internship hours, please make sure the alternative hospitality-related jobs or activities cover items outlined in the ProStart learning objectives.
- Suggested activities:
  1. Working in hospitality-industry related manufacturers', suppliers' or vendors' offices.
  2. School-based enterprises (foodservice or restaurant)
  3. Hospitality/culinary volunteer community service (food bank or recycling programs).
  4. Working in association offices, state trade show events, on behalf of hospitality programs at public relations events.
  5. Experience or jobs in travel and tourism (convention and visitors bureau, convention centers, airlines, attractions.)

Please follow the ProStart testing procedures, which includes instructions for submitting proof of 400 internship hours.

# STUDENT WORK EXPERIENCE CHECKLIST



Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

## To The Student:

Welcome to the ProStart® program! Through your participation, you are taking the first steps toward preparing for a successful restaurant and foodservice career. As you use the ProStart program materials in class, you will be learning important skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer; complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing a minimum of 52 of the 75 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

**Job-Related Observable Skills:** These are skills that you are likely to be trained to do over a short time during your employment. These skills are listed according to the topics you will learn in your classroom so that your employer can coordinate your workplace learning experiences with what you are learning in class.

**Employability Skills:** Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

## To The Employer:

Welcome to the ProStart® program! You have taken a great step toward developing a stronger restaurant and foodservice workforce by providing a meaningful work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and foodservice career. Experience gained in your operation will help the student earn a ProStart National Certificate of Achievement. This certificate is awarded to students who successfully complete the ProStart curriculum and pass the two examinations, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

The competencies in this checklist outline the skills that the student should try to complete during all of his or her work experiences while in high school. It is the student's responsibility to present this checklist to you from time to time in the course of his or her employment. In some cases, the student might have more than one employer and will complete some of the competencies elsewhere. Completing these competencies indicates that the student has successfully demonstrated the skill at a point in time. Students are encouraged to complete as many competencies as possible. Students must complete 52 of the 75 competencies, or 70% of the checklist, in order to earn the ProStart National Certificate of Achievement. When the student has completed his or her work experience with you, please feel free to make any additional comments and sign the last page. The student will return the checklist to his or her teacher for verification.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

**Job-Related Observable Skills:** These are skills that the student is likely to be trained to do over a short time during employment with you. These skills are listed according to the topics taught in the student's classroom, but you are free to teach and observe them in any order appropriate to your business.

**Employability Skills:** Employability skills help the student handle responsibility and include the attitudes and habits he or she brings to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.



## **JOB-RELATED OBSERVABLE SKILLS**

### **KEEPING FOOD SAFE**

- ☐ Demonstrates frequent and thorough handwashing procedures.
- ☐ Demonstrates steps for avoiding contamination and cross-contamination of food.
- ☐ Stores, cooks, and holds different types of food correctly.
- ☐ Cleans and sanitizes foodservice equipment areas correctly.

### **WORKPLACE SAFETY**

- ☐ Recognizes and follows safety procedures designed to prevent burns and scalds to self and others.
- ☐ Recognizes and follows safety procedures designed to prevent slips and falls without being told.
- ☐ Holds, uses, and passes knives correctly to prevent injuries to self and others.

### **KITCHEN ESSENTIALS**

- ☐ Reads instructions, recipes, menus, and policies quickly and with comprehension.
- ☐ Weighs and measures food and other resources accurately.
- ☐ Converts weights and measures accurately.
- ☐ Stocks and replenishes food, beverages, condiments, and sundries at side/server stations.

### **FOODSERVICE EQUIPMENT**

- ☐ Uses, handles, and cleans mixing equipment correctly.
- ☐ Uses, handles, and cleans cooking equipment correctly.
- ☐ Uses, handles, and cleans dishwashing equipment correctly.
- ☐ Uses, handles, and cleans waste-disposal equipment correctly.

### **STOCKS, SAUCES, AND SOUPS**

- ☐ Demonstrates preparing and storing brown, white, or preprepared stock correctly.
- ☐ Demonstrates preparing and storing soups correctly.

### **FRUITS AND VEGETABLES**

- ☐ Demonstrates preparing and storing raw and cooked vegetables correctly.
- ☐ Demonstrates preparing and storing fruits correctly.

### **SERVING GUESTS**

- ☐ Arranges a dining area for a specified type of service (e.g., table service, buffet, banquet, etc.) and for specified seating requirements.
- ☐ Sets a table with linen, flatware, glassware, and condiments in accordance with several types of service.
- ☐ Presents all menu items correctly plated and garnished.
- ☐ Greets and seats guests properly.
- ☐ Takes guests' orders accurately.
- ☐ Demonstrates knowledge of menu items and is able to describe them to guests.
- ☐ Answers guests' questions about menu items correctly.
- ☐ Provides or obtains information for guests who ask about allergens in menu items.
- ☐ Recommends items to guests.
- ☐ Serves a guest meal efficiently, including serving and removing food and beverage items.
- ☐ Processes and presents the guest sales check properly.
- ☐ Gives guests correct change.
- ☐ Clears guests' tables properly.

## **POTATOES AND GRAINS**

- ☐ Demonstrates preparing and storing potatoes, rice, pasta, and other cooked grains correctly.

## **BREAKFAST FOOD AND SANDWICHES**

- ☐ Demonstrates preparing and storing sandwiches correctly.
- ☐ Demonstrates basic egg cooking skills, including frying, scrambling, poaching, and basting.
- ☐ Demonstrates breakfast cooking skills in at least three of the following areas: pancakes, waffles, bacon, sausages, breads, potatoes, and hot cereals.

## **NUTRITION**

- ☐ Provides or obtains information for guests inquiring about the menu's nutritional values.
- ☐ Recommends healthy options to guests when asked.

## **CONTROLLING FOODSERVICE COSTS**

- ☐ Costs out a recipe accurately.
- ☐ Determines a recipe's yield accurately.
- ☐ Demonstrates knowledge of the information in an income statement.
- ☐ Demonstrates knowledge of the information on a balance sheet.

## **SALADS AND GARNISHING**

- ☐ Demonstrates proper garnishing procedures to enhance the texture, color, and appearance of food.
- ☐ Demonstrates preparing and storing salads and dressings correctly.

## **PURCHASING AND INVENTORY**

- ☐ Receives food and beverages correctly to ensure security and food safety.
- ☐ Stores food and beverages correctly to ensure security and food safety.
- ☐ Conducts a physical inventory of food, beverages, and nonfood items.

## **MEAT, POULTRY, AND SEAFOOD**

- ☐ Demonstrates preparing and storing meat correctly.
- ☐ Demonstrates preparing and storing poultry correctly.
- ☐ Demonstrates preparing and storing seafood correctly.

## **MARKETING AND THE MENU**

- ☐ Communicates the operation's theme and style of service to guests and supervisors.
- ☐ Demonstrates knowledge of the industry through familiarity with outside sources, such as magazines, catalogs, reports, and professional association materials.
- ☐ Demonstrates knowledge of an operation's menu mix.

## **DESSERTS AND BAKED GOODS**

- ☐ Demonstrates preparing and storing cakes, cookies, and pies correctly.
- ☐ Demonstrates preparing and storing other dessert items correctly, such as puddings, custards, mousse, or soufflé.

## **SUSTAINABLE PRACTICES**

- ☐ Provides or obtains information for customers about the operation's sustainable practices.
- ☐ Follows the operation's sustainable practices.